

STATE OF WEST VIRGINIA  
OFFICE OF THE ADJUTANT GENERAL  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1085

[WWW.WVANG.ANG.AF.MIL/HRO](http://WWW.WVANG.ANG.AF.MIL/HRO)

**TECHNICIAN VACANCY ANNOUNCEMENT**  
**ANNOUNCEMENT NUMBER: MT 05-170**

OPENING DATE: 14 October 2005

CLOSING DATE: 08 November 2005

LOCATION: Aircraft Maintenance Squadron, West Virginia Air National Guard, Charleston WV 130<sup>th</sup> AW

JOB TITLE AND NUMBER: Aircraft Mechanic Supervisor, 40082000.

PAY PLAN, OCCUPATION CODE AND GRADE: WS-8852-10. Indefinite may become permanent.

SALARY RANGE: \$26.46 - \$30.89 per hour.

TYPE OF APPOINTMENT: Excepted –Enlisted.

AREA(S) OF CONSIDERATION: AREA ONE: Current on-board full-time support personnel at the 130<sup>th</sup> ANG.

SPECIAL CONSIDERATION: Under certain circumstances current on-board military duty (AGR) personnel may retain their AGR status if selected. Interested individuals should contact the Human Resource Office for a determination.

CREDIT FOR COLLEGE HOURS MUST BE DOCUMENTED WITH COLLEGE TRANSCRIPTS.

INDIVIDUAL SELECTED FOR THIS POSITION WILL BE REQUIRED TO SIGN UP FOR DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER UPON APPOINTMENT TO THE POSITION.

MILITARY MEMBERSHIP AND UNIFORM REQUIREMENTS: Military membership in the appropriate service and wearing of the uniform appropriate to the service and federally recognized grade are requirements for appointment in the excepted service.

MAJOR DUTIES AND QUALIFICATION REQUIREMENTS: A review of the major duties and necessary qualifications are attached for your information.

**List the dates of service in conjunction with all sources of employment (including military assignment) that provided experience in the duties of the position for which you are applying.**

HOW TO APPLY: Anyone interested in applying for this position should submit a completed **AGO Form 690-47-R-E**, "Application For WVNG Technician Employment" with all attachments, to the Human Resource Office, The Adjutant General's Department, 1703 Coonskin Drive, Charleston, WV 25311-1085, **POSTMARKED** on or before the closing date noted above. **NOTE:** Applications that are submitted for this announcement will not be returned to applicant. Do not submit applications in folders or binders.

Applicant's should specifically address each of the job-related KSA's in their application. State when, where and how you obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

EVALUATION OF SKILLS: (1) Experience; (2) Training; (3) Education:

CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POINT OF CONTACT: MSgt Robin L. Chestnut, DSN 623-6433, Comm (304) 561-6433. Email [Robin.Chestnut@WV.NGB.ARMY.MIL](mailto:Robin.Chestnut@WV.NGB.ARMY.MIL)

Applications submitted in postage paid federal envelopes are in violation of 18 USC section 1719 and will not be considered. Candidates will be evaluated on the basis of the available information on the AGO Form 690-47-R-E.

FREEDOM OF INFORMATION AND PRIVACY ACT STATEMENT: See AGO FORM 690-47-R-E.

Reference: WV HRO 300-1 Dated 15 Jul 1999, HRO Web page// POSTING:

POSTING: This announcement will be posted on all bulletin boards for the duration of the announcement period.

Encl  
as

DOYLE R. HAYES, JR.  
MAJ, WVANG  
Supervisory Human Resource Specialist

**40082000**  
**WS-8852-10**

### **DUTIES AND RESPONSIBILITIES**

Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods, and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work. Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and material is available when needed. Coordinates work with other units. Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining. Performs other duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

- 1. General:** Must have experience, education, or training which demonstrates that the applicant has the ability to plan and organize work, and to provide technical assistance to subordinates in all areas that will be involved in the position.
- 2. Specialized Experience:** Must have 36 months of the following: Experience which demonstrates the ability to plan and organize work assignments for the function; experience which required the applicant to review work requirements and establish priorities to meet deadlines; experience that provided a knowledge of the various lines of work performed by the function and associated support organizations; experience which demonstrates the ability to deal effectively with other people and gain their cooperation in achieving common goals; experience which demonstrates the ability to supervise through subordinate supervisors, or the potential to perform such duties as evidenced by the ability to communicate, skill at applying human relations techniques, a knowledge of general supervisory concepts and a knowledge of shop processes; experience in adapting existing equipment and techniques to new situations.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- 1.** Ability to plan and organize the work of the assigned organization.
- 2.** Ability to meet deadlines.
- 3.** Knowledge of aircraft repair functions.
- 4.** Ability to work with others.

5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.

6. Ability to devise new methods.

**Military Compatibility:** AFSC: 2A6XX, 2A5XX, 2A3XX.